



AUG 8 1956

The Honorable  
The Secretary of Labor (John W. Costello)  
Washington 25, D. C.

Dear Mr. Secretary:

I am pleased to submit our Standards with Enclosures A through F for consideration by the Federal Safety Council in the Annual Selection of Recipient of the President's Safety Award.

Please be assured that we will continue to give our full support to the Safety Program as well as the Federal Safety Council.

Sincerely,

Allen W. Dulles  
Director

OS/PSD/ [redacted] ho

STAT

Rewritten: SA-DD/S:CEP:dlc (6 Aug 56)

CONCUR:

Distribution:

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2-O/Security

Acting Deputy Director  
(Support)

6 Aug 56

MORI/CDF Pages 2 thru  
7

Col. Edwards has studied this thoroughly  
and concurs fully. Par telecon 8 Aug.  
Frc

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## CENTRAL INTELLIGENCE AND INFORMATION

## **S. SAFETY PROGRAM**

- A. Program: The Safety Program is designed to promote safe working practices, eliminate safety hazards and prevent accidents to CIA personnel.
  - B. Responsibility: The Program is under the direct supervision of the CIA Safety Officer, Inspection and Security Office, who is responsible for developing, coordinating and directing the Program; conducting safety surveys and inspections; prescribing corrective safety measures and safe working practices; and taking such other action as may be required in the interest of the Safety Program. In the performance of his duties, the CIA Safety Officer will maintain close liaison for advice and support with the Chief, Medical Staff, Chief, Administrative Services and the Chiefs of the Inspection Division and Physical Security Branch of the Inspection and Security Office.
  - C. Office heads will each appoint a Principal Area Safety Officer who will be responsible to the CIA Safety Officer for carrying out the provisions of the Safety Program within their respective organisational jurisdictions. Principal Area Safety Officers may in turn appoint such assistants as may be required for the effective implementation of the Safety Program. The names of both Principal and Assistant Area Safety Officers so appointed will be promptly reported in writing to the Security Officer, CIA.
  - D. Physical Security Inspectors, the Medical Staff, and Police Officers will promptly report to the CIA Safety Officer any unsafe practices or conditions which are observed by them while performing their normal duties.
  - E. The CIA Safety Officer will be furnished with a copy of each accident or injury report.
  - F. The Property Survey Board will furnish the CIA Safety Officer with a statistical report of property damage cases reviewed by the Board at each meeting showing the item, cost of the property damaged and the circumstances of the case.
  - G. Each employee of CIA will report unsafe practices and conditions observed by him to his Principal Area Safety Officer.

1 April 1951

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NOTICE

HIGH RISK  
21 January 1955

SAFETY PROGRAM

1. The President has indicated his concern with the problem of injuries to Federal employees and has expressed the interest of the Government in the development of effective safety programs in every Government agency and department. The President's concern over this problem is understandable in view of the fact that during the year of 1954, more than \$26,000,000 was paid out in compensation for injuries to Federal workers.

2. The accident rates for our Agency are much lower than the average rates for the Federal Government. I am pleased with the progress made in the development of our present safety program and with the support given it by all employees. In view of the increased emphasis on reducing accidents and injuries as well as on improving the overall safety program, I would like to urge each of you, personally, not only to make every effort to maintain our present good record but to strive to make it even better.

ALLEN W. DULLES  
Director of Central Intelligence

20 June 1956

MEMORANDUM FOR: All Security Officers  
SUBJECT : Off-the-Job Safety Program

1. Off-the-job accidents are a conspicuous deterrent to the Agency's efficiency. The Safety Office is endeavoring to decrease the number of off-the-job accidents involving Agency employees through safety posters, bulletins, films, and pamphlets.
2. The enclosed literature is an initial reminder in this off-the-job safety program. Please distribute them throughout your areas. We shall continue to forward literature to you as it is received from the National Safety Council and similar sources.

CIA Safety Officer

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NOTICE

3600 PTP  
28 April 1956

JOB SAFETY WEEK

1. President Eisenhower has designated the week of May 13-19 as Job Safety Week. This has been done to direct the attention of all American people to the appalling number of accidents occurring in the United States, with the hope that they will devise methods of preventing the needless accidents that still happen.
2. As the U. S. Government's contribution to the success of this week, the Federal Safety Council has voted to call its observance "No-Accident Week".
3. I am mindful of the excellent safety record enjoyed by our Agency; it is one of which we can all be proud. I urge that we make every effort to continue this excellent record and not only attempt to avoid any accident during this week, but take stock of our living and working conditions to remove any hazards which might cause needless accidents. To this end, each of you should give the matter serious thought and take those steps necessary to prevent the occurrence of any accidents, both at work and at home.

ALLEN W. DULLES  
Director of Central Intelligence

**CONFIDENTIAL**  
*(When Filled In)*

**REPORT OF INJURY**

|  |   |                         |
|--|---|-------------------------|
| TO: SAFETY OFFICER,<br>OFFICE OF SECURITY  |   | DATE                    |
| ON THIS DATE NOTICE HAS BEEN RECEIVED OF INJURY TO:  |   |                         |
| NAME (Last, First, Middle)   | OFFICE, DIVISION  | DATE AND HOUR OF INJURY |
| LOCATION ( <i>Place injury was incurred</i> )  | IT HAS BEEN ALLEGED THAT THE INJURY WAS INCURRED IN THE<br><input type="checkbox"/> PERFORMANCE OF DUTY. <input type="checkbox"/> LINE OF DUTY. |                         |
| CAUSE OF INJURY  |   |                         |
| NATURE OF INJURY   |   |                         |
| WITNESSES  |   |                         |
| <small>CHIEF, CASUALTY AFFAIRS BRANCH<br/>INSURANCE &amp; CASUALTY DIVISION, OFFICE OF PERSONNEL</small> |   |                         |

FORM NO. 379 USE PREVIOUS EDITIONS.  
1 OCT 55

**CONFIDENTIAL**

(A) 1

MEMORANDUM FOR: THE DIRECTOR

Attached is a proposed letter to the Secretary of Labor submitting information requested by him in connection with the Annual President's Safety Award Program. The due date for submitting this information was extended from 1 August to 8 August by representatives of the Secretary's Office.

Recommend signature.

[Redacted]  
H. GATES LLOYD  
Acting Deputy Director  
(Support)

6 Aug 57  
(DATE)

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FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)